City Manager’s Report
DECEMBER 17, 2018

Monthly Grants Status Report

<table>
<thead>
<tr>
<th>Organization</th>
<th>Grant</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISG</td>
<td>Grant</td>
<td>Youth Development Plan</td>
<td>$15,000</td>
<td>Awarded</td>
</tr>
<tr>
<td>ISG</td>
<td>Grant</td>
<td>Accessible kayak launch</td>
<td>$52,000</td>
<td>Declined</td>
</tr>
</tbody>
</table>

Community Planning & Economic Development (CPED)

Zoning Amendments

The first text amendments for the post IK2025 Master Plan were approved by City Commission in November. The new districts were also mapped in locations corresponding to the Northside Cultural Business District in the Northside neighborhood – an area which was the focus of their recently approved Neighborhood Plan and Corridor Improvement Authority. The Authority, to be known as the Northside Cultural Business District Authority, was also approved in November.

Site Plan Review

Fifty site plans have been submitted so far in 2018.

Economic Development

Visits to potential sites are scheduled for December 6. The schedule is as follows:

- 3pm 10 Mills St. Merchants Crossing
- 345pm 904 Hotop Ave Riverview Industrial Building
- 415pm 348 N. Burdick St Traveling Nurse Building
- 445pm 116 Cedar Street Old Public Safety/Fire Exterior Only

Brownfield Redevelopment Authority (BRA)

The BRA approved the development plan for 615 Holdings, LLC who will be redeveloping the 615 W. Kalamazoo Avenue parcel into two, three-story buildings, each totaling approx. 12,000 square feet. There will be a mixture of commercial offices and residential units.

I.T.

Staff completed the technical stand-up and soft-launch of the 311 Call Center.

Staff closed 384 help desk tickets in the month of November.
Human Resources (HR)

Staff coordinated on-site flu shot clinics at four different City sites in November which resulted in 64 vaccinations. This is in addition to the 40 vaccinations done in October at the Employee Appreciation event.

Kalamazoo Department of Public Safety (KDPS)

Eleven PSO candidates passed final Chiefs’ interviews and will now enter Lansing Community College’s Police Academy in January of 2019.

The Kalamazoo Valley Enforcement Team (KVET) continued the battle against drug trafficking in and about the City of Kalamazoo. They performed ten investigations and seized two guns. There have been no labs discovered to-date.

Management Services

- **Accounting & Budget**
  
The 2019 proposed budget was submitted to City Commission for review and approval on November 30.

- **Purchasing**
  
  Staff worked collaboratively with City departments and bid documents were prepared and distributed through the City’s website for three purchasing projects. As part of our vendor inclusion program 440 vendors, 78 of which are minority or women owned businesses, were notified of bidding opportunities.

  Staff reviewed and set up 180 purchase orders and processed 50 change orders.

  Purchasing staff are administering prevailing wages for twelve construction contracts.

- **Treasury**
  
  311 Ambassadors began answering Treasury phone calls on November 28.

Parks and Recreation

- **Recreation Division**
  
  The Recreation Division has continued programming for youth and adults, as well as planning multiple community special events in November.

  The Youth Development staff closed the final session of Swim for Success for 2018 this month. This program has continued to be one of the most popular being at maximum capacity for both fall sessions. We rely heavily on our partnership with Kalamazoo College to provide the coaches and the pool. This is something that is being looked into as Kalamazoo College plans to demolish their current pool and construct a new pool in the
same location over the next few years.

Youth Development staff have also continued to work on enhancing our after school programs. We are in three different locations reaching nearly 50 youth between the time they are released from school and while many parents are still at work.

Program staff have been busy with our middle school bowling program, adult volleyball, Lunch and Learn, and Moxie Volleyball programs. Our middle school sport programs continue to be a popular choice among youth, while the adult volleyball program took a dip in registrations for the first time in the last few years. This will be monitored in the next year to ensure we are providing programs current with trends and needs of the community.

Special Events staff had their hands full planning the Tree Lighting Ceremony while continuing to work on the Candy Cane Hunt that will take place in December. The Tree Lighting Ceremony is in partnership with the City Manager’s Office in coordinating the event. There was perfect weather and a fantastic turnout to this annual event.

➢ Communication/Outreach

The Recreation Team pitched in to help Kalamazoo Downtown Partnership with the Kalamazoo Holiday Parade on November 10. Despite the cold weather, the parade was very well attended.

➢ Parks Division

Winterization has been completed in all of the parks and sport facilities, along with the Farmers Market. Parks staff are preparing equipment for winter and snow removal.

The Parks Division participated in the organization and successful completion of the 55th Annual Kalamazoo Holiday Parade. This was the departments second time being involved in the parade and it was another great event.

The annual Tree Lighting Ceremony was held November 23. Our Parks staff did a great job in preparation for the event by getting decorations up early and working with the Forestry department. It was a beautiful evening and the ceremony had record attendance.

Crane Park improvements stopped for the rest of 2018 due to weather. The balance of the work will be completed in the spring of 2019. The construction company was able to get about 70 percent of the improvements completed this year.

Rockwell Park improvements are almost complete. The play equipment, engineered wood fiber, and basketball components were completed before the snow. The only equipment left to be installed is the outdoor exercise equipment. Those four pieces may be installed yet this year, pending weather.

The Henderson Tot Lot was completed at the beginning of the month. All the improvements turned out great and we received numerous compliments from neighbors. We will be installing the outdoor ping pong table and working on the bollard lighting concept in the spring once the weather breaks.
Communication/Outreach

Parks staff met with the Neighborhood Activator and planned placement of new bike racks the Vine Neighborhood Association received from Open Roads. There will be two racks installed at South Westnedge Park and two racks at Dutton Street Park in the spring of 2019.

Public Services

Support Services Division

Fleet staff completed necessary equipment up-fitting for leaf pickup. An early snow event caused significant additional work to prepare and repair snow plowing and removal equipment.

There were 35 new recycling cart requests taken during November, bringing the new total carts delivered to 10,561.

Public Works Division

Howard Street Pedestrian Improvements
Staff are working with Western Michigan University to obtain an easement.

W. Michigan/Howard Traffic Signal
Direction boring continues for conduit installation.

Pitcher Street - Kalamazoo to Michigan
Mast arm fabrication will be starting soon and installed in the spring of 2019.

Wastewater Operations Division

The Wastewater Treatment Plant experienced an inhibition and “pass through” event due to an exceedance of Methylene Chloride from an industrial user. The Michigan Department of Environmental Quality (MDEQ) has been notified. There is follow up with the industrial user and a notice of significant violation will be issued.

The Wastewater Treatment Plant has continued to sample plant influent and effluent for PFAS compounds. The latest round of data shows the Kalamazoo Wastewater Reclamation Plant (KWRP) effluent is continuing to meet the Water Quality Standard (WQS) limit of twelve parts per trillion (ppt) for PFOS.

The Wastewater Treatment Plant performed additional sampling of Industrial users to obtain additional data for the treatment plant model. This is being done as part of a continual improvement process to help in the design of future capital projects.

Wastewater Treatment Plant staff held an Industry Day to highlight emerging topics in Wastewater and Water. The event was well attended and was a good networking opportunity for new staff at various industries.
Water Operations Division

In November, 56 non-copper services were replaced. To date in 2018, 433 non-copper services have been replaced: 180 by City crews and 253 by contractors.

Eight Boil Water Advisory notifications and eight associated Lifting Notices were completed in November due to seven main breaks, service leaks/repairs and hydrant replacements.

The Parchment PFAS emergency has resulted in the City of Kalamazoo PWSS replacing the Parchment PWSS. This has resulted in twice a day water quality sampling, to once a day, now down to three times a week. In addition, City staff have provided an additional service to perform their lead and copper sampling. New corrosion control demands by the MDEQ initiated a transition into a liquid poly blend phosphate at three of our WPSs with the capacity to provide water to Parchment.

Staff prepared the Financial Status Report (FSR) and all of the associated documentation and project deliverables for the grant period October 1, 2017 through September 30, 2018.